



HEAD OF PRODUCTION

ROLES AND RESPONSIBILITIES

- Checking in daily with producers and editors making sure their work is on schedule and on budget
- Following all protocols regarding Job numbers, accounting codes, safety, etc. and enforcing them
- Working with accounting on all invoices generated from LA office, and able to make cash flows
- Working knowledge of music and archival releases so they can interface with our Rights & Clearance department
- Making sure all Deal Memos and contracts are in place before production begins
- Creating a daily update for NY office
- Ensuring productions run smoothly and notifying NY of all potential problems
- Interfacing with studio and network executives

QUALIFICATIONS

The candidates will need at least 5 years experience as a Line Producer or Head of Production or Producer on a mixture of the following kinds of production:

- Documentaries - Theatrical, Short Form and Digital;
- Independent Feature Films: Branded or Sponsored Content;
- Television Unscripted and scripted; Music Videos.

They need a working knowledge of Union and non-union crews, talent, local Los Angeles vendors, LA permits, a working rolodex of crew, but they also need a strong understanding of production infrastructure and business affairs - deal memos, insurance, production contracts, risk assessment, accounting systems and budget actualizing strategies.

HOW TO APPLY

<https://workforcenow.adp.com/jobs/apply/posting.html?client=VICE>